

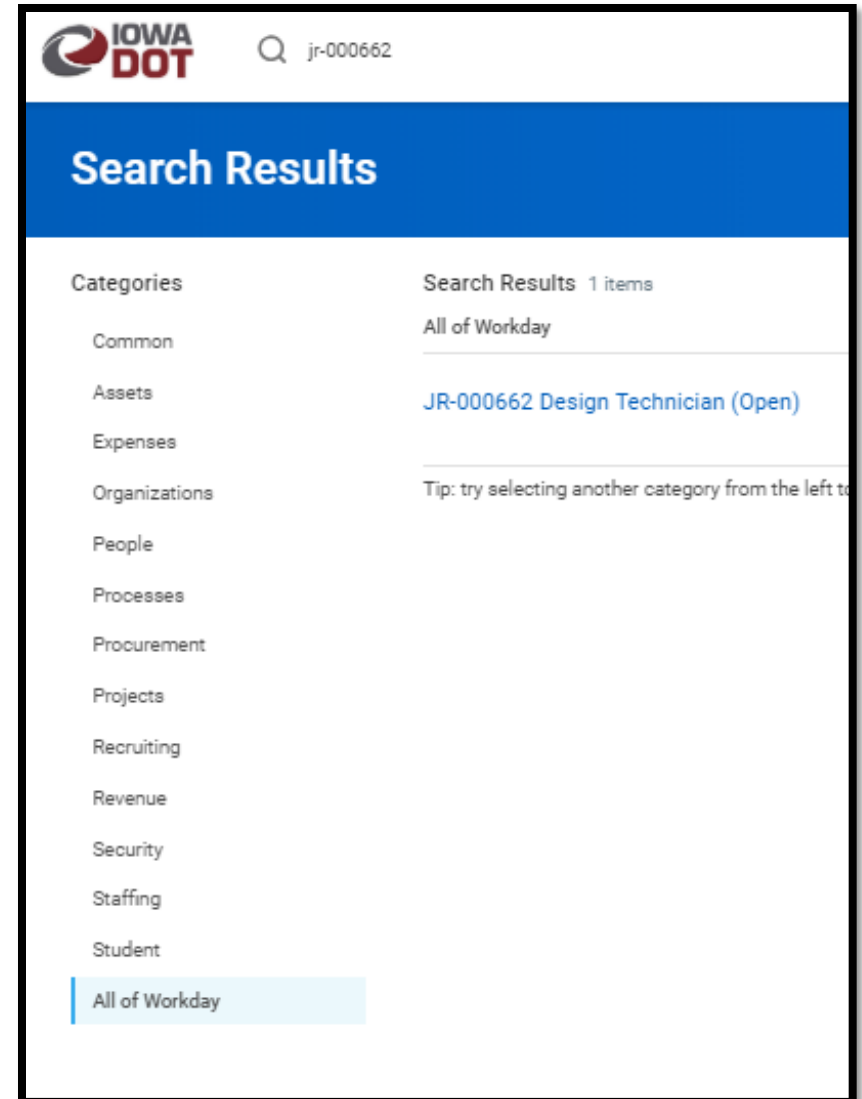
## Step 2

### Hiring: Hire a Regular Employee

Manager

#### AFTER THE INTERVIEW PROCESS START STEP 2 - EDIT JOB REQUISITION - INITIATE HDJ PROCESS

1. When you are ready to initiate the HDJ process, you can find your requisition three ways. From the **Search Bar**:
  - a. Type the **Requisition Number** (i.e., JR-000662) that is tied to the position. You may need to click **All of Workday** to have the job requisition show up when searching.
  - b. Type **View All Positions RPT802**, select report, fill in **Position Status**, and then find position.
  - c. Type **My Open Job Requisitions**, click **OK**, and then find position.

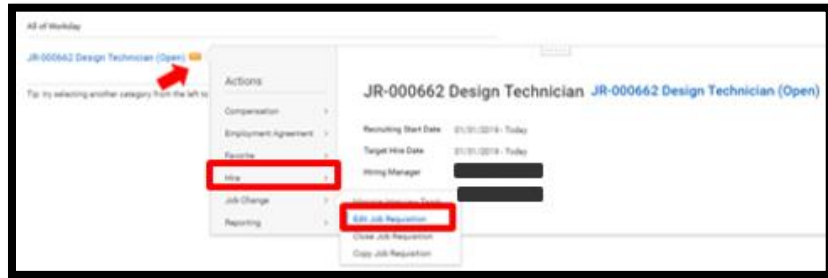


## Step 2 Hiring:

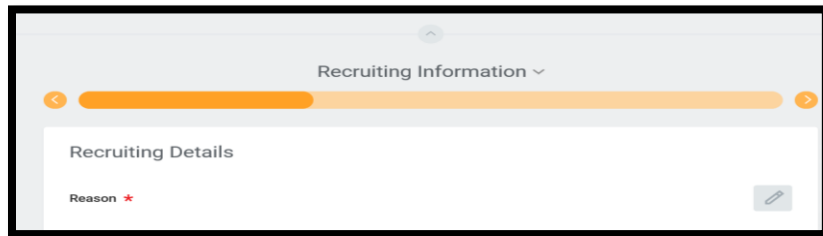
## Hire a Regular Employee


## Manager

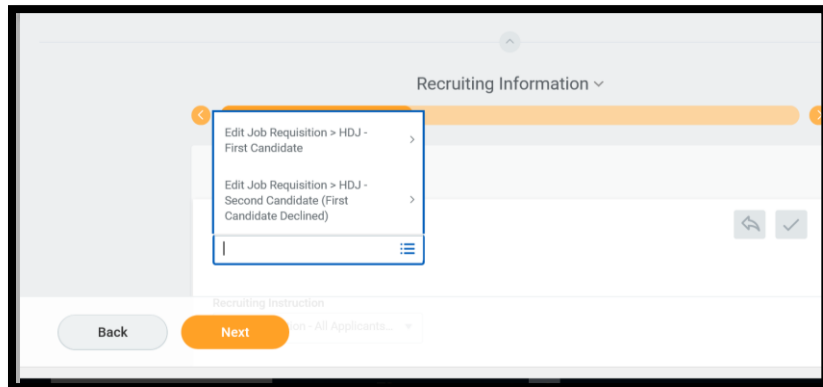
2. After you find the job requisition, click the **Related Actions** button for the **Position** and then click **Job Change > Edit Job Requisition**.



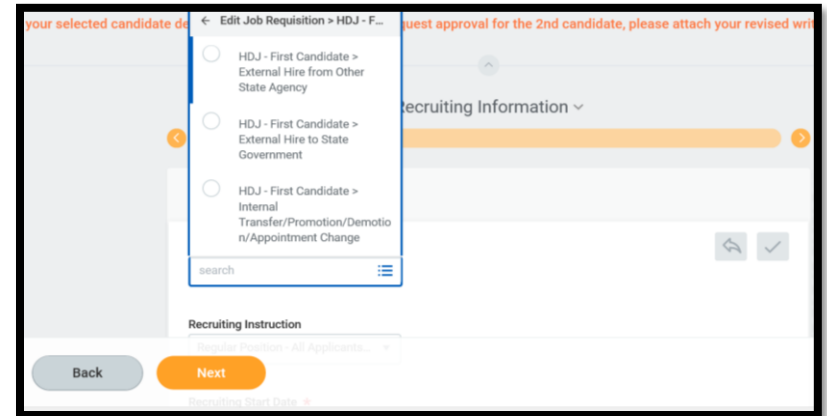
3. On **Recruiting Information** screen, click  to edit **Reason**.



4. Click on  in the **Reason** field, then select the type of candidate from the list below.



5. Continue to select the **type** of candidate from the list below.



6. Click **Next** to the **Job Details** screen. Leave as is.
7. Click **Next** to go to **Organizations** screen. Leave as is.
8. Click **Next** to go to **Attachments** screen.
9. Click **Add**, then **Attach** to add a zip file containing all Attachments listed below. Please name each document in the zip file accordingly.

To request approval for your selected candidate, please attach the following:

- PDQ for the position (already attached with the HJ process)
- Candidate List
- Pre-screening Tool and Scoring Criteria
- Pre-screening Results (excel spreadsheet)
- Interview Questions and Scoring Criteria
- Interview Results (excel spreadsheet)
- Written narrative (HDJ Template Tool)
- Reference Checks

## Step 2 Hiring:

### Hire a Regular Employee

### Manager





**Note:** Follow the steps below to create a zip file:

1. Right click on desktop > click **New** > click **Folder**.
2. Label folder to reflect the vacant position.
3. Place all required documentation in folder.
4. Right click on the folder and choose "send to"
5. Choose "compressed zip folder"
6. Upload into Workday.

10. Review and verify all information on the consolidated summary page is correct.

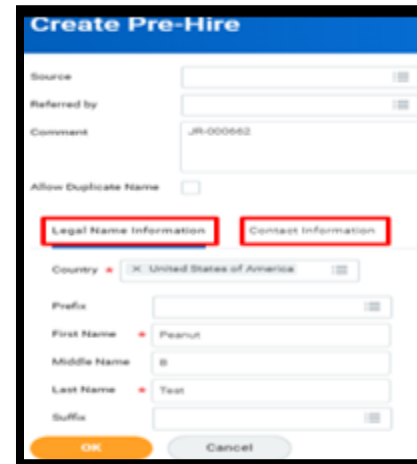


**Note:** If you want you can print this summary by clicking in the upper right corner on the print icon. 

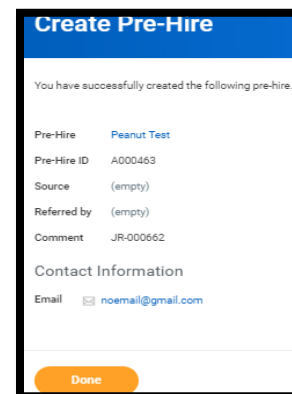
11. In **Comments** section of the summary page, add the name of the top candidate.
12. Click **Submit**.
13. The HDJ will be routed for approval up through the appropriate levels and the EEO/AA Partner in OES before being routed back to you.
14. Manager will get inbox item **Make Offer** > Review Instructions and click **Submit** > Click **To Do** to be taken to your next inbox item – **Acknowledge Acceptance of Offer**
15. Click **Submit**.
16. Make sure to code all applicants in NeoGov after offer has been accepted.
17. Click **To Do**  for create pre-hire.
18. Read instructions, write down **JR Number** and click **Create Pre-Hire**.

Create Pre-Hire

19. Add **JR Number** in comments. Include **First and Last Name** in Legal Name tab. Then go to the Contact Information tab and enter **email address** and if the email is either Work or Home and **personal phone number** and the type.



20. After you entered information in for the Pre-hire, click **OK**.
21. You will see a summary of the **Pre-Hire** information just entered on the previous screen.



## Step 2

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### Hire a Regular Employee

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22. Click **Done**.

23. You will be taken back to your inbox item **Create Pre-Hire**. Click **Submit** at the bottom to move onto the next step.

24. Read instructions and click **Hire Employee**

Hire Employee

25. Choose **Existing Pre-Hire** and enter name of employee you just entered in the previous Pre-Hire step.

26. Click **OK**.

27. Enter actual **Hire Date** and click on  in the **Reason** field, then select **Hire Employee** and choose hire type from list.


28. **Attach** Offer Letter and M4o (if applicable). These should be PDF documents, not Word documents.

29. Manager or OESS needs to add the following in the comment section: HDJ Approval Date (EEO/AA Partner Approval date), NeoGov #, and JR #.

30. Click **Submit**.

31. Click **Open** to be taken to your next step – **Edit Government IDs**.

32. Please read instructions in **red/orange** on the **Edit Government IDs** screen.

33. When you are ready click  under **National IDs** and complete the **Country**, **National ID**, **Add/Edit ID** fields.

*Country	*National ID Type	Current ID	Add/Edit ID
× United States of America	× Social Security Number (SSN)		987-65-4321

34. Click **Approve**.


35. Click **Open** to be taken to your next step – **Propose Compensation Hire**.

## Step 2

### Hiring:

### Hire a Regular Employee

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36. Scroll towards the bottom of the page and **Add Salary** or **Hourly wage** for employee. When you click  it will show you Total Base Pay Range to help you with adding this information.



Hourly

Assignment Details

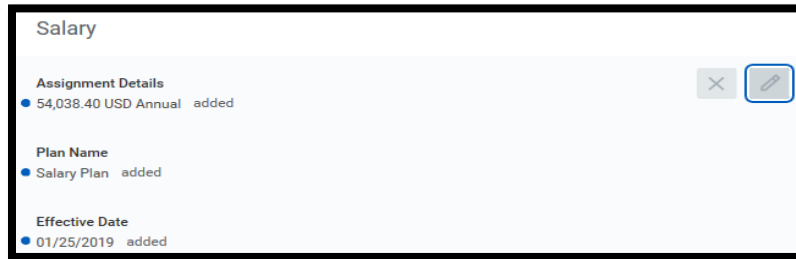
- 19.51 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 01/09/2019 added



Salary

Assignment Details

- 54,038.40 USD Annual added

Plan Name

- Salary Plan added

Effective Date

- 01/25/2019 added

37. Click **Submit**.
38. This will now route to an HR Partner, 2<sup>nd</sup> level HR Partner, DAS, and IT before being routed back to Manager.
39. When routed back to manager, you will get an inbox item – **Onboarding Setup for Hire**.
40. Type a welcome message in the **Message** box. You may want to add people from the employee's team to **People to Meet** box, and list your HR Partner in the **Helpful Contacts** box. (see picture in next column for some helpful tips).

#### Onboarding Setup

46 second(s) ago - Due 01/10/2019; Effective 01/09/2019

**Message**

Welcome to the Iowa DOT! We are excited for you to be joining our team and can't wait for you to start. This is a good place to add a message welcoming your new employee to the team.  
People to Meet - Add some people from the team they will be joining.  
Helpful Contacts - It might be helpful to add an HR Partner here.

#### People to Meet

Select People

Notify ☐

#### Helpful Contacts

Select People

Notify ☐

41. Click **Submit**.
42. This will now be routed to an HR Partner. Once HR Partner approves, then it will go to IT to set up their account before sending 2 emails to the employee's personal email address.
43. The new hire will receive the email with instructions on how to access Workday and begin entering their personal information to get ready for their first day.



**Note:** They will see the steps below: Enter Contact Information will have to be done first, but the other can be done in any order up to the I-9 Form.

## Step 2 Hiring:

### Hire a Regular Employee

### Manager

- a. Enter Contact Information: Address & Phone number.

The screenshot shows a mobile interface for entering contact information. At the top, a green message states: "Your phone number may be required to be entered again. If you receive an error, please remove your phone number and enter it again. County is required when entering your address, please make sure to include County Code and Name in that field (i.e. 85 Story). This link [here](#) provides the code and name for all Iowa counties." Below this is the "Home Contact Information" section with fields for Primary Address, Additional Address, Primary Phone, Additional Phone, Primary Email, and Additional Email. Each field has an "Add" button. The Primary Email field is populated with "noemail@gmail.com" and has a red asterisk. At the bottom, there is a "Submit" button and a "..." menu icon.

- b. Enter Personal Information: Gender, Date of Birth, Race/ Ethnicity, Citizen status (If they do not enter the last 2, then it will give the manager a to do for visual and enter information).

- c. Veteran Status Identification.
- d. Emergency Contact Information: Legal Name, Relationship, phone (landline, mobile, fax) or email (work or home).
- e. Payment Options: Bank Name, Routing number (will get error if not correct), Account number.
- i. Review and submit.
- f. Review Documents: Hiring Process Questionnaire, State of Iowa Employee Handbook, IPERS Beneficiary Form, Medical Emergency Fillable Form, Work Rules.
- i. They must check "I Agree" on each one.
- g. Elect Your Benefits.

The screenshot shows a "Complete To Do" screen titled "Electing Your Benefits" with an "Actions" button. It indicates the task was completed "3 second(s) ago - Effective 06/10/2019". The details listed are: For 001616 Transportation Engineer Specialist, Overall Process Hire: Mary test (06082), Overall Status Successfully Completed, Due Date 06/20/2019. The Instructions section contains the text: "IMPORTANT INFORMATION ON ELECTING YOUR BENEFITS: Within your first 30 days of employment, you will receive information from your HR Partner with instructions on electing your benefits in the IowaBenefits portal. Please be watching for the email. Please click Submit below to keep moving forward with your onboarding process."

## Step 2 Hiring:

## Hire a Regular Employee

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### h. State and Local Withholding Elections.

#### i. Will get message below first.

Complete State and Local Withholding Elections

7 minute(s) ago - Effective 02/22/2019

If you do not select an option for Marital Status, it will default to Single.

Worker: Peanut Test (00285)

Company: 645 Iowa Department of Transportation

Effective Date: 02/22/2019

State: \* Iowa

Withholding Form Type \* IA W-4 - Withholding

OK Cancel

#### ii. Then the new hire will see below.

W-4 Data

View Blank Form

Nonresident Alien ☐

Last Name Differs from SS ☐

Marital Status \*

Number of Allowances

Additional Amount

Exempt ☐

LEGAL NOTICE

I Agree ☐

#### iii. If they claim exempt or 22 or more, then it will route to payroll.

### i. Once they refresh their screen, then they will get the Federal Withholding Elections.

#### i. They must enter Marital status for Federal.

W-4 Data

View Blank Form

Nonresident Alien ☐

Last Name Differs from SS ☐

Marital Status \*

Number of Allowances

Additional Amount

Exempt ☐

LEGAL NOTICE

I Agree ☐

#### ii. If they claim exempt, then it will route to payroll.

### j. To Do: Complete I-9

#### i. Review their information, state citizen status.

#### ii. I agree box.

#### iii. I did not use a preparer or translator, or a preparer and/or translator assisted the employee in completing section 1.

### 44. After HR has completed their steps the manager will receive an inbox item **Other Onboarding Procedures**, this is a list of things to have ready for the employee's first day.

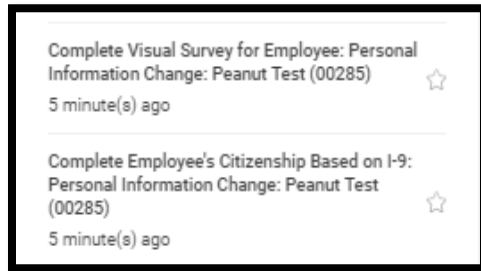
## Step 2

### Hiring:

### Hire a Regular Employee

### Manager

45. Read instructions and click **Submit**.
46. As the new hire completes their Onboarding steps in Workday, the manager will receive an inbox item to **Complete I-9 Form**.
  - a. The Manager will need to review physical documents from the employee before completed.
  - b. Then select the documents from the applicable list(s) on the I-9 Form and fill in the information needed for each document.
47. The manager may get inbox items below if the employee did not answer them in onboarding.



48. Follow to do > **Edit Personal Information** > search employee's name.



49. Follow instructions and click **Submit** when finished. This will go to HR Partner to approve.

50. You will also get an inbox item – **Update Emergency Contact Envelope**.

51. You have officially hired a new employee!

Note: If you have any questions, then please reach out to your HR Partner in OES.